

NONAPPROPRIATED FUND POSITION DESCRIPTION

JOB TITLE: Laborer **POSITION NUMBER** 01-023A

JOB SERIES: 3502 **PAY LEVEL:** NA-1

Summary of Duties: Performs simple manual tasks including one or more of the following duties: Loads and unloads carts and pallets. Lifts and carries light to medium-weight packages and places them where directed. May use a hand-truck to move bulky but relatively light packages. Opens and unpacks cardboard cartons by hand, and removes contents. Applies predetermined or computerized price tags to merchandise. Stocks shelves, rotates merchandise and dusts shelves. May bag merchandise at register. Picks-up trash and paper from grounds and working areas. May rake leaves and pull weeds, as required. May retrieve shopping carts from parking lot. Performs other related duties as assigned.

Skills and Knowledge: Ability to read simple signs and follow simple oral instructions; move around well enough to work safely; lift and move light to medium-weight objects. Must be able to use simple tools and equipment such as rake, hand-truck, etc.

Responsibility: works with specific instructions, and is not called upon to make decisions other than simple choices. For many tasks the supervisor frequently checks work, however for other tasks, such as picking up all paper and trash in the parking lot, supervision is not necessary or practical.

Physical Effort: Work requires light to moderate physical effort and involves frequently lifting and carrying light-to-medium-weight objects of about 10-30 lbs. May drag garden hoses and pushes carts requiring similar effort. Occasionally lifts and carries moderately heavy objects up to 45 lbs., and continually walks, bends, stoops and reaches.

Working Conditions: Work performed indoors may expose the worker to drafts, noise, dust and dirt and require standing on concrete floors for long periods. Outdoor work is not normally performed in bad weather. There is chance of minor injuries (Bruises, cuts, and scrapes).